
	<b>LOS LUNAS POLICE DEPARTMENT</b>	
	ADMINISTRATION	NUMBER: ADM.30.01
	EFFECTIVE DATE: June 18, 2010	
	SUBJECT: Address and Telephone Numbers	
AMENDS/ SUPERSEDES:		REVIEW DATE: July 10, 2015
NMMLEPSC STANDARDS:		NMSA:
		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

## I. POLICY

In the event of a major emergency it will become necessary to notify off duty personnel who will be required to report for duty at that time. For the purpose of emergency notification all Department employees shall, upon employment, submit their residence address and telephone number's to their immediate supervisor who will forward this information to the Chief of Police. Telephone numbers will include the following:

## II. PROCEDURE

- A. Home phone or Cellular phone
- B. Emergency contact name and contact number
- C. Any change in residence location or telephone numbers will be submitted to an immediate supervisor who will forward this information to the Chief of Police within twenty-four (24) hours of the change.
- D. There are no exceptions to this policy.